



**JOBSEEKER'S
BLUEPRINT-2020**

**YOUR
RESUME
SPEAKS
ALL**

**"IF YOU ARE A BRAND,
THEN YOUR RESUME
IS YOUR LOGO"**

BY SITANSHU BEHERA

“If you are a Brand, then your Resume is your Logo.”

“Your Resume Speaks All” is a short & crispy book, which will help to all Graduates, Job seekers, or professionals looking for a better opportunity.

About the Author:

I am Sitanshu Kumar Behera, and I am a Writer, Author & Software professional in the IT industry with over 16+ years of experience in different roles & responsibilities.

As an experienced professional in the IT industry, I attended so many interviews & became part of the selection panels so; I am well aware of the trend and expectations of the industry.

So, to utilize my experience and help the millions of talented students & job seekers, I have written the book in the form of a blueprint and created a Facebook community where members can help each other & witness the success of each other.

I believe the Win-Win-Win model where I will Learn->Implement->Teach so, others also to someone who needs the help. Together we can win.



Dedication

***I have dedicated this book to my beloved mother.
Even though she is physically not with me to see this beautiful day,
her love and support will always be with me, motivate me, and keep blessing!***

Topics Covered:

1. Introduction
2. 11-Resume Tips
3. Covering Letter
4. Email Marketing
5. Professional Tools
6. 13-Job Portal To Refer
7. Goal Setting & Achieving
8. 11-Golden Rule To Success (All-Time Life Lesson)
9. Job Seeker's Daily Creed
10. Sample Resume
11. Conclusion

1. Introduction

Your resume is the key for your profile to shortlist, so, to achieve this, have proper content in it, including Covering letter & Subject line, which briefs your key skill in a paragraph or a single line, respectively.

A resume has multiple names like CV, Curriculum Vitae, Biodata, Profile, etc.

Subject Line: Out of bulk numbers of resumes in the mailbox, your subject line is the first impression to Consultancy and Company HR to view your mail further.

Covering Letter: Maximum 2-3 line brief paragraph of your essential skills with your expectation & availability.

Example:

Years of Experience/ Core competencies in Language, OS & Database /Location

Fresher's/ Java,C,C++,Linux/Unix, Oracle/Bangalore.

NOTE: As Consultancy & few HR's are from non-technical backgrounds, we have to mention both Unix & Linux, TestNG & Junit, etc. which is the Key skill for them.

2. 11-Resume Tips:

1. To stand out unique in the crowd, make a one-minute good quality audio & video resume.

If you are a camera shy or do not want to show your face, then you can make an audio resume also.

2. Profile in LinkedIn is a must. Nowadays, rather than a local copy of the resume, profile in LinkedIn is more handy & preferred. All professionals use the LinkedIn profile.

3. The first paragraph of your resume will be more details of your Core competencies.

Ex: Depth knowledge of UNIX internals, including FILE, Process, Memory Management, IPC, Socket, and basic Administration.

4. High lights your Certification, Training & achievements.
5. In descending order, mention your qualification, pass out the year with Universities/School, and percentage in tabular form.
6. For an experienced candidate, mention your work experiences in the same descending order.
7. Mention project details including OS, Database, Language used & Role, etc.
8. Other than your technical skills, mention your other skills like **hobbies**.
9. Always have alternate contact no & email, in case your primary number is not available or mail failure because of some reason.
10. Resume font & Size should look attractive. Ex: Palatino Linotype with 10/12 size.
11. The resume should have appropriately aligned with the spell and grammar checked.

Cover Letter for A Resume



3. Covering Letter:

A cover letter is a brief introduction to the candidate's profile, which helps the employers to screen the applicant profile for the required job. Even though the company does not ask for it, sharing the same creates a great impression of the additional effort.

Covering letter should be tagged in the mail while sharing your profile with Company or Consultancy.

After a brief description of core competencies, have the below information.

Name as per Passport:

DOB:

Passport Details:

Highest Education & Passed out Yr: MCA 20XX pass out from Berhampur University.

Contact No:

Alternate email:

Current Company & Location:

Total Yrs of Exp: 1 Year

Exp. in C/C++/Java: 1 Year

Exp. in Scripting: 6 months

Exp. In Unix/Linux: 1 Year

Current CTC : XX Lakhs/Anum

Expected CTC: As per industry standard.

Notice period: 30 days or NA

4. Email Marketing:

Writing a resume is not enough, if we are not aware of how to market the same through different job portal or through email, then it is of no use. After emailing when there is no response or call from the HR person or from Consultancy, then we will assume something and demotivated.

In fact, the resource will have a huge number of similar profiles, which will be very difficult for them to filter out; it is the profile on the first page of the job portal of the email list, which will get preference.

So, to stand out uniquely, we have to be smart by following specific rules.

Your subject line should mention your Years of Experience or Fresher, Key skills from each area (Language, OS, Database, Any Technology, etc.) & Location.

Attach the properly aligned resume.

Address the name (if we know the name) with respect like Respected Niraj.

One-Two paragraph brief intro about you. And how you can contribute to the required job or company.

Other than an attachment, copy the attached resume also in the email's body.

Some resource persons don't prefer to open the attachment due to virus attack or some other reason so, copying in the message's body will be a great idea.

While mailing to multiple email id, always keep your email id in the "To" list and all other email ids in the BCC (*Blind Carbon Copy*) list. So, the resource person will not be aware of whom you are sending.

5. Professional Tools To Use:

If you want your resume to be an error-free & professional look, then usages of the tool are the smartest approach, which is easy, fast & secure as well.

Below mentioned tools are free and will help with Correctness, Clarity, Engaged, excellent Delivery with Spell & Grammatical error-free.

- ✓ Grammarly: Paid version has more features, whereas we can manage with the free version of the tool.
- ✓ Google Doc: One of the best free tools from Google, including a different resume template.
- ✓ Readable: To check the readability of any Content, Document, Website, etc.

6. 13-Job Portal To Refer:

1. <http://LinkedIn.com>
2. <http://Naukri.com>
3. <http://Monsterindia.com>
4. <http://TimesJobs.com>
5. <https://www.softwaretestinghelp.com>
6. <https://www.freshersworld.com/>
7. Facebook Groups (City Wise, Fresher's, etc.)
8. <https://www.chetanasforum.com/>
9. www.workindia.in
10. <http://hirst.com>
11. Glassdoor: For any type of Job & Salary reference.
12. <https://Shine.com>
13. <https://Indeed.com>



7. Goal Setting & Achieving:

While going somewhere, we know where we are going, and without knowing our destination, we can not reach anywhere. The same logic applies to our lives as well, without knowing what we want, we can not achieve anything. So, goal setting in life is a must to be a success.

How to set a goal & how to achieve the same?

There is a 5 step process to achieve any goal:

1. **Set a Goal:** At first, set your **WHAT, WHEN & WHY.**

Set your goal with why you want to achieve the same and by when. Set a date by when you need the same. The why & when will boost you, always remind your subconscious mind.

Make a goal card like, any other visiting card, and always keep with you (wallet or pocket), stick to the place where you frequently use in your daily routine, which will take you from your **current state** to your **desired state**.

As an example, “To make my family condition better or to help my Younger brother study, which I struggled a lot during my time, I want 30,000 income per month in the next four months.”

Your goal is your mission. The more precise is your goal, the closer you are to it.

Break your long term (5-years) goal to a 1-year goal, then Quarterly, Monthly, Weekly & Daily.

If you can achieve your daily goal, then you can accomplish your weekly goal too so, likely monthly, quarterly, and your long-term goal, which is your end goal.

If you can not achieve your daily goal, then rethink and change the strategy.

2. **Make a plan:** Next is knowing **HOW & WHO**. Plan how you can achieve your goal, who can help you, what all things require to achieve your goal. Don't hesitate to take other help if required.
Before you go to bed, note down your next day TODO list, which will help you wake up the next morning.
3. **Execute the Goal:** Be the action taker, track your progress in a regular interval of time.
4. **Stick to it:** Nothing is great than your goal so, delete the word excuse from the dictionary. Stop all the unnecessary tasks, give your best, repeat it until you achieve your target. 20% of our job will give 80% result so, stop doing the task which others can do, you just focus on the job which others can't do. Be selfish for your WHY.
5. **Achieve your Goal:** Pat yourself for your small achievement. The small success will lead you to the end goal.

“We don't get the thing that we want; we get the thing what we must want.”

If you are dedicated, then no one is going to stop you from achieving your goal.

In the interview, there is a question about **“Where you want to see your self in the next five years?”** Which is nothing but, a question about our goal.

8. 11-Golden Rule To Success: (All-Time Life Lesson)

1. First, believe in yourself; if someone else can do, then you too.
2. You should be self-motivated, no need for other member's sympathy or help.
3. Find the working model in your goal & just copy it.
Life is too short to try & fail.
4. Believe the working model, just follow it.
5. Surrender yourself to a mentor & follow him without doubting or asking any question.
6. Give your 10x energy to achieve your goal.
7. Prioritize the work & do the job, which will give results to your goal.
Always remember 20% task will give you an 80% result.
8. Change the habit; your tomorrow decided based on your today's action.
9. Switch from Television to YouTube. Television shows what they want to show you.
10. In Social media, be a Content creator, rather than content consumer.
Share the useful knowledge what you have rather than liking & commenting others post.
11. Try 30-days challenge & if you fail to follow, then start from there for the next 30-days.

9. Job Seeker's Daily Creed:

I hope you will agree; to achieve something, we have to set our minds. So, to set our mind or to register in the subconscious mind, must read the Daily Creed at least once or twice a day. First time in the early morning before you start your day and second time before you sleep.

1. Behave as you have already achieved what you want to achieve.
Like, I am working in Google, Microsoft, or Amazon company & I am getting one lakh salary per month.
2. I am independent, and I am improving day by day.
3. I will find my way to get income & survive.
4. Nothing is impossible; **I Will Make it possible.**
5. God, my parents, friends & relatives blessing & support is always with me. They are my divine force to achieve my goal.
6. I will learn & share my knowledge.
7. I am getting enough money & I am helping other needy people also.
8. I will win & make others succeed.
9. I will do regular exercise and be fit & fine.
10. I will always respect my parents, elders, and will always love to youngers.
11. I am creating a positive environment.
12. I keep learning & growing.
13. I will be patient & accept the situation.
14. I am finding the right alternate in every situation of my life.
15. I am always thankful for what all I have.
16. I am self-motivated, and when feeling down, I will read or watch some motivational videos.
17. I am a successful entrepreneur. I recognize opportunities and use them wisely.
18. The work that I am doing is highly recognizable by others and brings more money to me.
19. I have found the right work for me, in the right place, and I work with people I like.

Sample Resume

<Full Name>

Contact: +91-XXXX (Primary + Secondary If Any)

E-mail: XXXX (Secondary if Any)

I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

PROFILE

- I have depth knowledge of UNIX internals, including FILE, Process, Memory Management, IPC, Socket programming.
- I have good knowledge of DBMS, Data Structure, Operating System, and Network concepts.
- Very good in writing programming logic in different programming logic like C, C++ & Java.
- Good in Analytical, Reasoning, Debugging & Problem solving.
- Cool in attitude & good in teamwork.
- Open to all types of challenges.

CORE COMPETENCIES :

C ~ C++ ~ Core Java ~ Unix/Linux/Windows ~ Oracle ~ Networking.

TECHNICAL SKILLS

Operating System UNIX/Red Hat LINUX (V-5.4) /Sun Solaris (V-5.8), Windows.

Database SQL, PL/SQL.

Scripting Languages Java Script, Shell Script, VB Script.

Web Technologies HTML

Protocols TCP/UDP IP.

EDUCATIONAL & PROFESSIONAL CREDENTIALS

Course	Name of School / College	Board / University	Percentage / CGPA	Year of Passing
MCA	Panimalar Institute of Technology, Chennai.	Berhampur University	7.87	2015
BSC	St.Paul's Mahajana Hr.Sec School, Chennai.	Berhampur University	74.3	2012
CHSE	St.Paul's Mahajana Hr.Sec School, Chennai.	State Board	88.4	2009

CERTIFICATION & TRAININGS

- Interops101 (Testing Life Cycle).

ACHIEVEMENTS

- Presented seminar on <Topic>

PROFESSIONAL EXPERIENCE (If any)

Date of Birth: 19th July 1982.

Passport: XXXX (valid till 6th June 2021).

Visa: If any.

Language Proficiency: English & Hindi.

Hobbies: Playing Chess.

Address: (Please mention some local address where you are applying for the post else Companies are tough to entertain outstation candidates for three reasons, Quick availability, Transportation & Reallocation cost .)

PROJECT ANNEXURE

Project Name	Informatica Cloud Connector.
Organization	Informatica, Bangalore
Duration	May 2015 – Date.
Environment	Windows & Linux.
Tools / Technology Used	Cloud Computing, Salesforce Application with Selenium Automation.
Role	Coding, Debugging & Unit Testing.
Summary	Informatica Cloud Computing is an adapter which downloads a Secure Agent to the Client machine, and through the agent, various clients like Social media, HR tools(Workday, Concur), Finance like Great Plane can do multiple operations likes Select/Fetch, Upsert & Delete to their website without sharing their data to the outside world.

The cloud API response team has broad experience in application integration and connectivity, demonstrated by 35+ cloud application APIs

- I have expertise in Social Media applications like Chatter, Twitter, LinkedIn, Yammer.
- I have expertise in HR CRM – Workday, Avature, etc.
- I have expertise in major SAAS applications – Eloqua, Concur, OpenAir, QuickBooks.
- I have expertise in general systems – Files, XML, ReST & Webservice.
- I have expertise in Online storage – Dropbox & Box.com
- I have expertise in Big Data(Hadoop) & Google Applications.

Conclusion:

Copying your resume from someone is always an excellent idea until & unless you are well aware of what you have copied. As always, prepare well & be confident in yourself.

Don't expect your skills to match precisely with the requirement. So, don't miss the opportunity even if some skills do not match the job description.

If you want to review your CV or for any further queries, you can reach out to me through any of the below channels.

Also can join the Facebook community to be with like-minded members.

Best of luck for your career...!!!

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